



2019 National Leadership and Skills Conference

June 24-28, 2019 ■ Louisville, Kentucky
Registration Information

CONGRATULATIONS ON A JOB WELL DONE!

Due Dates

IMPORTANT – Some due dates are THIS WEEK! It is of the utmost importance that you adhere to these due dates!

- **April 24, 2019** – Conference Registration opens www.skillsusa-register.org - All fields must be completed including home address!
- **April 25, 2019** – ***Qualifier Not Attending Notification Form due to State Office***
- **May 6, 2019** – Conference Registration **DEADLINE (national dates to meet) No late registrations!**
- **May 6, 2019** – Hotel Registration **DEADLINE (national dates to meet) No late registrations!**
- **June 1, 2019**- **Payment deadline for registration and hotels**

Qualifier Not Attending Notification Form

Please complete this brief form if you had a student or team qualify to compete at the National Leadership and Skills Conference and they are **NOT** able to attend. This form is due **April 25, 2019**, available on our website <http://skillsusaindiana.org/conferences/nationals/>. This will allow SkillsUSA Indiana to notify the next qualifier in a timely manner. Email to Kelley Baker: kelly.skillsusa@gmail.com

Registration

1. Online Conference Registration

All participants (contestants, alternates, delegates, advisors, guests, parents, etc.) must register for the National Conference. All conference registrations **MUST** be done online at www.skillsusa-register.org by **May 6, 2019**. ***The online registration must be filled out completely for each participant, including all emergency information.***

Personal Medical Information

IMPORTANT CHANGE – In order for SkillsUSA to be HIPAA compliant, we are no longer allowed to collect personal medical information for each person attending the conference, including medical cards. ***It will be the responsibility of the local school to maintain/keep medical information and have permission to dispense it as needed.*** **NLSC Registration, Personal and Liability Release Form-** The NLSC-1 form is required of all persons attending the NLSC, not just students. If a student is under 18, a parent or guardian **must check the box!** All registration forms must be printed and kept with the head advisor of your school's delegation. A copy

should be kept in the student's name badge holder and one with a school representative. Available on our website at <http://skillsusaindiana.org/conferences/nationals/>

Supervision

Adequate supervision for the students provided by each school:

- One (1) adult is responsible for every seven (7) students attending the conference. Please be sure to register the appropriate number of advisors from your school.
- Each school will decide which advisors are responsible for which students.
- Accountability for any student's misconduct will be the direct responsibility of the advisor in charge of his/her designee.
- Advisors should have available at all times: the name, address, and phone number of the parents/guardians of each student they are responsible for.

Hotel Arrangements

All SkillsUSA Indiana paid participants **MUST** stay in the hotel SkillsUSA assigns to Indiana, no exceptions. This is mandated by the National Office. All Indiana hotel arrangements must be made on the registration form available on our website at <http://skillsusaindiana.org/conferences/nationals/> by **May 6, 2019**. Note: All efforts will be made to accommodate your requested room type but this might be changed based on our room block.

Indiana Hotel

SkillsUSA Indiana has been assigned to the Holiday Inn Express & Suites Louisville Downtown hotel for the 2019 National Conference. All SkillsUSA Indiana paid participants **MUST** stay in this hotel, no exceptions. This is mandated by the National Office. Do not make reservations on your own, as all rooms are reserved through SkillsUSA Indiana.

Holiday Inn Express & Suites Louisville Downtown
800 W. Market St.
Louisville, KY 40202

*Hotel check-in through SkillsUSA Indiana begins at **3:00 p.m.** Please note that you will NOT be able to check-in before that time as rooms are not available before that time! **UNLOADING OF BUSES WILL NEED TO BE ON THE EAST SIDE OF THE BUILDING, ON 8TH ST., BUSES WILL NOT FIT AT ENTRANCE.** If you arrive early make sure you are at St. Anthony's at 5:30 pm.

****Parking Information: More information to come**

SkillsUSA Indiana may not be able to satisfy all room requests and may need to match you with roommates, either from your school or another school, due to the number of rooms allotted to us.

Parents and Family Members

In order for family members to attend all the events and activities, along with staying at our hotel, they will need to register. They can attend the national conference without registering, but they will not be allowed to stay at our hotel as part of our delegation, attend our state sponsored meals, go to opening ceremonies, attend Skills University Sessions, go to Kentucky Kingdom Amusement Park, or ride the buses. You will register them

as an observer. Room assignments for our room allotment will be the competitors/advisors first; school administrator observers and observer/families. This is a smaller hotel and additional rooms maybe at a different hotel.

Awards Ceremony Passes Sold Online

SkillsUSA Awards Ceremony pass sales are changing. The new procedure will be through the SkillsUSA website, and sales will begin June 3.

Visit: <https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/> Select the link for Awards Ceremony ticket sales.

The advance purchase will be \$10 each, plus a service fee. A credit card is required for online purchase. Buyers will be required to either download the admission ticket, which contains a barcode, onto their smartphones, or print out a paper copy of the ticket(s) to be admitted to Friday evening's awards at Freedom Hall. No on-site ticket sales will be available. The number of tickets for sale is limited due to seating availability at Freedom Hall. Buy early; once all seats are sold, ticket sales will cease. There will be parking fees at the entrance of the Kentucky Exposition Center (KEC). For more information on parking: <https://www.skillsusa.org/events-training/national-leadership-and-skillsconference/registration-and-logistics/parking/>

Full Program Available on Conference App

A condensed version of the NLSC program will be included in the annual Awards and Recognition book. Books will be distributed as part of the registration appointment. In addition, there will be a PDF of the entire NLSC program available for attendees to print from the national conference website by June 1. The SkillsUSA National Leadership and Skills Conference official program and all the details will be available through the conference app — also available by June 3.

Registration, State Welcome Dinner and Orientation Meeting

All participants must attend the State Welcome Dinner and Orientation Meeting on Monday night, June 24, 2019 at 6:00 pm. Registration will begin at 5:00 pm until 5:45 pm (NOT EARLIER THAN 5:00PM). The Welcome dinner will begin at 6:00 pm

. The State Orientation Meeting is very important because:

- Vital information regarding the conference and last minute changes will be communicated there.
- All competitors take the Leadership Test and need to bring a #2 pencil with them. This is the only time the Leadership Test will be offered.

Professional Development Test

All competitors will be taking the PDT immediately after the State Orientation Meeting on Monday night. All competitors will need to bring a #2 pencil with them, as none will be available at the meeting. This is the only time the PDT will be offered.

Changes

Any changes must be done via the state office.

The mikeroweWORKS Foundation Competitor Scholarship

The mikeroweWORKS Foundation, in partnership with SkillsUSA, offers a \$1,000 scholarship opportunity for SkillsUSA members who have competed and placed first in their state association competition.

The scholarship provides support for SkillsUSA state contest winners who have insufficient personal, chapter, school or community resources to participate at the 2019 SkillsUSA Championships in Louisville, Ky.

Scholarships will be awarded, based on need, to offset the costs of travel and participation in the national championships.

The award is based on a student-written, one-page narrative describing the student's financial need for the scholarship including the lack of school or community resources. Preference will be given to applicants from program areas of manufacturing and industrial applications, construction, technical computer applications, firefighting, electronics and transportation.

Students may be nominated with a letter of recommendation written by their SkillsUSA advisor or state director. Applications must be submitted via the online form to the national headquarters of SkillsUSA for review and determination by **midnight ET May 15**. Recipients will be informed on June 1.

Requirements

To apply for the mikeroweWORKS Foundation Travel Scholarship, applicants:

- Must be a gold-medal winner at their 2019 state competition, advancing to national competition
- Have never attended the National Leadership and Skills Conference prior to this year
- Be a SkillsUSA member in good standing
- Must reasonably demonstrate financial need for scholarship
- Must submit application and attachments via online submission no later than **May 15, 2019, at midnight ET**
- Will preferably be enrolled in program areas of manufacturing and industrial applications, construction, technical computer applications, firefighting, electronics and transportation

Full details and application can be found at: www.skillsusa.org/membership-resources/scholarships-financial-aid/the-mikeroweworks-foundation-travel-scholarship/



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National Conference Information

SkillsUSA Indiana State Events

There are several SkillsUSA Indiana state sponsored events planned at the National Conference. All events are mandatory and will be held at the locations listed.

- Monday Registration 5:00 pm- 5:45 pm (NOT BEFORE 5:00) at St. Anthony (address and directions on different page)
- Monday evening at 6:00 pm – Welcome Dinner, State Orientation Meeting and Contestant Leadership Testing (bring a #2 pencil)
- Friday evening immediately following Awards Ceremony – State Social and Awards in the KEC

Cell Phone Numbers and Advisor Summer Email

All advisors are asked to send your cell number and summer email address to Kelley Baker at kelly.skillsusa@gmail.com by **June 1, 2019**. This cell phone number list will be provided to all advisors in attendance at the National Conference.

Championships Contest Updates

Please be sure to read the contest updates posted on the National web page at <http://www.skillsusa.org/competitions/skillsusa-championships/contest-updates/>. **VERY IMPORTANT: Please be sure to check the contest updates regularly. Your student will not be prepared for the contest without this information. We want all competitors to be aware of this information and any changes!**

Résumé Worksheet

Each student must submit a **one-page** printed resume before the contest starts at the contest site (present to contest coordinator, not judges). This is the only time that resumes can be turned in. Failure to do so will result in a 10 point penalty. Also, do not put them in report folders or any clear sleeves... just the resume.

Clothing Requirement

The clothing requirement for your contest is found in the Technical Standards. Please be sure to follow this **exactly** as you will receive a penalty for not having the proper clothing, up to 50 points. Be sure to get the proper clothing beforehand as there is no guarantee that you will be able to purchase what you need at the National Conference. Competition uniforms may be purchased at <https://www.skillsusastore.org/products/s%5Bf%5D%5Bc%5D%5B%5D=%2FCompetition+Apparel+%26+Accessories>

Dress Code

Registrants traveling as a group should remember that they are representing SkillsUSA and forming a public impression of the organization. When traveling, registrants are not required to wear official SkillsUSA attire, but they are encouraged to wear clothing with the SkillsUSA logo — for example, an embroidered polo shirt with khaki slacks.

At all times, whether traveling or during the conference, registrants' overall appearance should be clean and neat. Their attire should be appropriate for the occasion. Contestants must follow the clothing requirements in the official technical standards for their contests. **During formal events such as the opening and awards ceremonies, official SkillsUSA attire, or official competition uniform is required. ADVISORS- YOU MUST BE IN OFFICIAL SkillsUSA ATTIRE OR BLACK PANTS (NOT JEANS OR CARGO PANTS), WHITE POLO SHIRT, BLACK SHOES. YOU ARE REPRESENTING OUR STATE AS WELL.**

*****IF ANYONE IS NOT IN ABOVE MENTIONED ATTIRE YOU WILL NOT BE ABLE TO SIT IN THE INDIANA DELEGATION SEATING. YOU WILL BE ASKED TO MOVE TO GUEST SEATING.**

NO ONE OTHER THAN THE INDIANA PAID DELEGATION CAN SIT IN THE INDIANA DELEGATION DESIGNATED AREA. WE ARE ONLY ASSIGNED THAT NUMBER OF SEATS. ALL OTHER GUESTS WILL NEED TO SIT IN GUEST SEATING!!!

Opening and Awards Ceremonies Attire

Opening and Awards Ceremonies Attire SkillsUSA official attire, professional attire or SkillsUSA

Championship work clothing is required. The dress code for award winners will be strictly enforced. Photos of medalists and industry supporters are used in general, trade and SkillsUSA publications. It is important that all members demonstrate their professionalism by looking the part. Therefore the national Board of Directors has ruled that all contestants receiving medals at the ceremony must be dressed in official SkillsUSA attire* (see description directly above) or official SkillsUSA Championships work clothing. Winners who are dressed inappropriately will not be allowed on stage. Other attire, jeans, T-shirts, sneakers, boots and sandals are not allowed. Please leave behind any cameras, purses and hats

As an organization, we must portray a professional image to the business, industry, education and government representatives attending the opening and awards sessions. ***Advisors if not wearing SkillsUSA Official attire then you must wear black dress pants, white polo shirt and black shoes black socks or you will be asked to leave the Delegation Seating.***

Official SkillsUSA Attire

- Women: Red SkillsUSA blazer or black jacket, white blouse (collarless or small-collared), knee length black dress skirt or black dress slacks, black sheer (not opaque) or skin-tone seamless hose and black shoes
- Men: Red SkillsUSA blazer or black jacket, white dress shirt, solid black tie, black dress slacks, plain black socks and black dress shoes.

Special Needs Contestant Information

If you have registered a contestant who will require the assistance of another person at the orientation meeting and during the competition, please complete the information below and submit this form with the official contestant registration form. (Examples: a dyslexic student requiring a reader, a deaf student requiring a signer, etc.)

Please note we can provide sign language specialists, but not translators. If there is a language barrier, we will try and assist; however, the state association will have to bear the cost.

Fill out this form online <https://skillsusa.wufoo.com/forms/special-needs-contestant-information-2019/>

Note: Please specify medical needs such as diabetes, food allergies, wheelchair, etc.

The assistance for those with hearing impaired issues are for the orientations, beginning of the contest and or the debriefing. If they are needed for longer intervals for the entire day, we will work with state SkillsUSA directors on an individual basis.

We do not cover interpreters; if they are needed, we will come to an agreed arrangement.

Please complete the information requested and return this form by June 1 to:

SkillsUSA Championships 14001 SkillsUSA Way Leesburg, VA 20176-5494 703-777-8999 (FAX) or email to: dworden@skillsusa.org

National Courtesy Corps

Students, instructors and alumni requesting to serve on the National Courtesy Corps (NCC) must be current SkillsUSA members. Each chapter sending students must also send an advisor who will assist with supervision of his/her students as well as serve as an NCC member. Courtesy Corps members will register online at the following website: <https://w3.smartreg.com/webreg/SKILLSUSA19/>

Alumni Sponsored Community Service Project

On Friday June 28, 2019, the SkillsUSA Alumni and Friends Association will host a community service project that will involve approximately 400 volunteers. If you want to participate, please indicate so for each person participating via the online registration at www.skillsusa-register.org.

National Leadership and Skills Conference Information

Additional information is available at <http://skillsusaindiana.org/conferences/nationals/>



2019 Condensed Agenda
(*Tentative – Subject to Change*)
Kentucky Exposition Center
Louisville, Ky.

Friday, June 21

9 a.m. Registration Move-in/Setup

Saturday, June 22

7 a.m. SkillsUSA Championships Move-in

8 a.m.-9 a.m. Leverage, Activate and Engage Registration

8 a.m.-9 a.m. Registration – Bulk Materials Setup

9 a.m.-4 p.m. Leverage, Activate and Engage

9:30 a.m.-5 p.m. Conference Registration by State Directors

Sunday, June 23

7 a.m. SkillsUSA Championships Move-in

8:30 a.m.-4 p.m. Leverage, Activate and Engage

9 a.m.-3 p.m. Conference Registration by State Directors

Monday, June 24

7 a.m. SkillsUSA Championships Move-in

8:30 a.m.-3 p.m. Leverage, Activate and Engage

9 a.m. State SkillsUSA Directors Meeting

12 p.m.-6 p.m. SkillsUSA Store Grand Opening

2 p.m. Contest Chairs Meeting

5 -5:45pm- Indiana Delegation Registration- St. Anthony's Catholic Church

6 pm- Indiana Welcome Dinner (orientation/PDT)

Tuesday, June 25

7:30 a.m. International Degree Interviews

7:30 a.m.-12 p.m. Contestant Changes (all must be completed in the system by 12 noon)

7:30 a.m.-5 p.m. SkillsUSA Store

8 a.m.-12:30 p.m. National Officer Candidate Events

9 a.m.-12 p.m. Advisor of the Year Interviews

9 a.m.-4 p.m. TAG Tuesday (Delegates)

10 a.m.-5 p.m. Contestant Orientation Meetings

10 a.m.-5 p.m. SkillsUSA TECHSPO

10 a.m.-5 p.m. SkillsUSA Championships Open to Registered Attendees

12 p.m.-6 p.m. Display Event and Exhibit Setup/Notebook Check-in

4 p.m. Reception with Business Partners

7 p.m. Opening Ceremony

Wednesday, June 26

7:30 a.m. International Degree Interviews

7:30 a.m. Leadership Contestants Report to Contest Area

7:30 a.m.-5 p.m. SkillsUSA Store

7:45 a.m. Advisors Continental Breakfast
8 a.m.-5 p.m. SkillsUSA Championships Open to the Public
8 a.m.-5 p.m. SkillsUSA TECHSPO
8:30 a.m.-9:45 a.m. A Call to Action: Advisors Session
9 a.m.-3 p.m. Kentucky Blood Center Blood Drive (tentative)
9 a.m.-5 p.m. Models of Excellence Interviews
9:30-11:30 a.m. Delegate Kick-off Session – Middle School, High School and College/Postsecondary
10 a.m.-4 p.m. SkillsUSA University
11:30 a.m. Delegates: Lunch on Your Own – Middle School, High School and College/Postsecondary
12:45 p.m. Delegate Business Meeting - Middle School, High School and College/Postsecondary
2:30 p.m. SkillsUSA Corporate Meeting
3:45 p.m.-5:15 p.m. Meet the Candidates Session – High School and College/Postsecondary
6 p.m.-9 p.m. Models of Excellence Dinner
7 p.m. Champions Night at Louisville Bats (President's Volunteer Service Award winners recognized)

Thursday, June 27

7:30 a.m. Contestants Report to Contest Area
7:30 a.m.-4 p.m. SkillsUSA Store
8 a.m. Leadership Contests Finals
8 a.m.-5 p.m. SkillsUSA Championships Open to the Public
8 a.m.-5 p.m. SkillsUSA TECHSPO
9 a.m.-1 p.m. All Delegates Tour the Competition Floor – Lunch on your own
9 a.m.-3 p.m. Kentucky Blood Center Blood Drive
10 a.m.-4 p.m. SkillsUSA University 1:30 p.m. Delegate Business Meeting – High School and College/Postsecondary
4 p.m. Meet the Candidates Session – College/Postsecondary
4:45 p.m. Meet the Candidates Session – High School
5:30 p.m. National Officer Candidate Vote – College/Postsecondary
6:30 p.m. Primary Vote: Regional Vice Presidents (if needed) – High School
6 p.m.-7 p.m. Chapters of Distinction Reception Registration
6 p.m.-10 p.m. SkillsUSA Night at Kentucky Kingdom
7 p.m.-9 p.m. Chapters of Distinction Celebration (no admittance once program begins)

Friday, June 28

7 a.m.-1:30 p.m. Community Service Project
8 a.m. SkillsUSA Championships Move-out
9 a.m. State SkillsUSA Directors Breakfast
9 a.m.- 1 p.m. SkillsUSA University
10 a.m. State Directors Business Meeting
10 a.m.-3 p.m. Meet the Employer
10 a.m. Delegate Business Meeting – High School
10:30 a.m.-1:30 p.m. ASTS Business Meeting and Teachers Luncheon
12:45 p.m. Meet the Candidates Session – High School
2:15 p.m. Final National Officer Candidate Vote – High School
5 p.m. Awards Ceremony



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Hotel Information

Hotel Arrangements Made With:

Kelley Baker
SkillsUSA Indiana
PO Box 34689
Indianapolis, IN 46234
317-667-8247
kelley.skillsusa@gmail.com

Arrangements Included:

- Conference registration fee
- Five nights' accommodations at the hotel
- Continental Breakfast
- Two meals:
 - Welcome Dinner on Monday at St. Anthony's in Clarksville
 - Ice Cream Social on Friday night (following Awards Ceremony) at the KEC
- Trading Pins, State Shirt and State Bling items for Awards Ceremony
- Louisville Bats Baseball Game Wednesday night/Kentucky Kingdom ticket-Thursday
- All Taxes

Cost per Person:

Quad (4 people)	\$ 563/pp (2 double beds)
Triple (3 people)	\$ 644/pp (2 double beds)
Double (2 people)	\$ 806/pp (2 double beds or 1 king bed)
Single (1 person)	\$1,292.00/pp (1 king bed)

NEW – Due to a decreased room block, SkillsUSA Indiana may not be able to satisfy all room requests and may need to match you with roommates, either from your school or another school. The maximum number per room will be 4 people.

Deadlines:

- **April 24, 2019** – Conference Registration opens www.skillsusa-register.org - **All fields must be completed including home address!**
- **April 25, 2019** – Qualifier Not Attending Notification Form due to State Office
- **May 6, 2019** – Conference Registration **DEADLINE (national deadline dates to meet) No late registrations!**
- **May 6, 2019** – Hotel Registration **DEADLINE (national deadline dates to meet) No late registrations!**

- **June 1, 2019- Payment deadline for registration and hotels**



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State Meal/Meeting Agenda

Monday, June 24, 2019

Registration –5:00-5:45 pm

Welcome Dinner/Sate Orientation Meeting/ Professional Development Test – 6:00 p.m.

Held at:

St. Anthony of Padua Catholic Church, Clarksville, Inc.

316 North Sherwood Avenue

Clarksville, IN 47129

Mandatory attendance for all participants!

All contestants must bring a #2 pencil!

Hotel registration will follow all activities at St. Anthony's unless you very arrive early. **Rooms not available until 3:00 pm**

Advisor Meeting will be at the hotel at 10:00 p.m. in the conference room off the lobby.

Friday, June 28, 2019

Ice Cream Social/Acknowledge Medalist

Immediately Following Awards Ceremony

Held at the KEC South Wing AB-B101

Parents and family are welcome to attend, if they want to have ice cream they need to have a ticket or badge.



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Qualifier Not Attending Notification Form

Please complete this brief form if you have a student or team qualify to compete at the National Leadership and Skills Conference and they are **NOT** able to attend. This will allow SkillsUSA Indiana to notify the next qualifier in a timely manner.

School: _____

Qualifier Not Attending: _____

Qualifier's Event: _____

Advisor's Signature

Date

Please email this form by April 25, 2019 to
kelly.skillsusa@gmail.com

**SkillsUSA NLSC REGISTRATION AND HOTEL RESERVATION & PAYMENT
SUMMARY FORM**

Holiday Inn Express & Suites Downtown Louisville

A MUST DUE DATE May 6, 2019- This form is used to make your hotel reservation! Email to: kelley.skillsusa@gmail.com

School & Address:

Advisor (s):

Advisor (in charge) Email:

_____ phone _____

Entire NLSC Package	# of people per room	Cost per person	Total Costs for Room type
QUAD room registrants	0	\$563.00	\$ _____
TRIPLE room registrants	0	\$644.00	\$ _____
DOUBLE room registrants	0	\$806.00	\$ _____
SINGLE room registrants	0	\$1,292.00	\$ _____
		0	

TOTAL PACKAGE COSTS:

\$ _____

Included:

- Conference registration fee
- Five nights' accommodations at the hotel
- Continental Breakfast
- Two meals:
 - Welcome Dinner on Monday at St. Anthony
 - Ice Cream Social on Friday night (following Awards Ceremony) at the KEC
- Trading Pins, State Shirt and State Bling items for Awards Ceremony
- One ticket for Louisville Bats Baseball Game on Wednesday night
- All Taxes and Gratuities

***TOTAL AMOUNT DUE TO SkillsUSA INDIANA BY June 1, 2019:**

\$ _____

Form 2

Using this spreadsheet, enter the names of all people staying together in each room for your group. Print both Form 1 and Form 2 and include them with your payment. Please make checks payable to **SkillsUSA Indiana**

MUST mail payment to: Kelley Baker, SkillsUSA Indiana, P.O. Box 34689, Indianapolis, IN 46234

Payment is Due June 1, 2019

ROOM	ROOM TYPE? Q, T, D, S	ROOM OCCUPANTS- LIST NAMES OF PEOPLE GROUPED TOGETHER IN EACH ROOM
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